

Appendix I

Principles of Lockdown or Sheltering on Site

Lockdown

If there is a dangerous person inside or immediately outside the facility, the best procedure may be to lock all interior doors and to protect the staff and children in their rooms. To do this requires immediate action on the part of staff and should be done quietly and in an orderly fashion.

- A coded signal should be agreed during the emergency planning process and all staff must be trained to recognise this signal which warns them that there is a danger and that all rooms should be locked.
- Children should be kept inside the rooms, away from doors or windows where they can be seen
- The senior on-site person should summon the Garda Síochaná. Efforts to get the dangerous person(s) to leave the facility should only be taken if it is safe to do so.
- Staff should only unlock the doors to their rooms if they hear a previously agreed-upon “stand down” signal.

Shelter in the Facility

If it is unsafe for the occupants of the facility to go outside, provisions should be made to provide “protected spaces” inside. Depending on time available to move the children, it may be necessary to try to shelter in a “close” part of the facility, rather than the most protected space.

In either case, these spaces should:

- Be in the interior of the building away from glass that may shatter.
- Not be in rooms with large ceiling spans (like gymnasiums or auditoriums) that may fall if subjected to strong winds
- Have furniture and wall-hangings secured so that they will not fall onto occupants.

Suggestions on where to find these “protected spaces” are:

- Interior hallways, toilets/bathrooms, or other enclosed small areas away from large glassed-in areas or open rooms. These locations should be identified during the planning process and made known to all staff. Consider marking these sites on a facility floor plan
- If hallways are not suitable, use the inside wall of a room on the opposite side of the corridor from which the storm is approaching.
- Check the space available and number of persons who will use each area (match people with space).
- If you are being kept inside because of smoke or toxic chemicals outside, all air intakes and openings should be closed to protect the atmosphere inside.
- While basements may offer protection from dangerous weather conditions, be aware that:
 - There may be items stored in the basement that are not child-friendly,
 - You may be unable to use mobile phones.
 - There may be danger of flooding or a real danger of not being able to get out – making it even more important that the emergency services know where you are.